

Approve

070031-3

STANDARD MEETING PROCEDURE
NO. 50-3055-1

7 March 1962

USAF Declass/Release Instructions On FileUSAF AIRCRAFT SCHEDULING

Supersedes: Ops Memo A15-1, 14 Dec 61

1. PURPOSE: To establish aircraft scheduling and control procedures for USAF aircraft.
2. SCOPE: This Procedure is applicable to all flying and support activities.
3. PROCEDURES:
 - a. A scheduling meeting will be held each Wednesday Afternoon in the Operations Building at 1400 hours to establish a flying schedule for the following week.
 - b. Representatives of the Operations Section and the Aircraft Maintenance Section will attend each meeting.
 - c. Aircraft will not normally be scheduled to fly training missions prior to 1200 hours Monday or after 1300 hours on Fridays.
 - d. Personnel having knowledge of missions that will require the use of USAF aircraft or events which will affect the flying schedules, will advise either the Operations or Maintenance Section prior to the scheduling meeting each Wednesday. This is necessary in order that an accurate schedule may be established.
 - e. The flying schedule will be published and disseminated to all flying and support sections by the Operations Section.
4. Changes to the published schedule or the procedures herein must have the joint approval of the Deputy Commander For Operations and the Deputy Commander For Materiel.

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APPROVED:

Deputy Commander For Operations

Base Commander

DISTRIBUTION:

A & B

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